Certificate in Business and Management (Mandarin)

Introduction

This course equips students with a functional knowledge of the various skills related to the industry and enables them to gain first-hand experience through on-the-job training for effective performance in customer service, marketing and business administration areas in the industry.

Course Modules

- Introduction to Business
- Introduction to Business Communication
- Introduction to Computing
- Introduction to Marketing

Admission Requirements

Meet any one of the following criteria:

1. 10 years basic education
2. Mature student above 21 years

Language Requirements

A Pass in GCE 'O' level Chinese or equivalent

Name of Award

Certificate in Business and Management

Awarding Body

Barclyne College International

Course Mode and Schedule

Full time: Monday to Friday, 3 contact hours per day

Part time: 2 days a week, 3 contact hours per day

Course Duration

6 months

Venue

Barclyne College International, 62 Cecil Street #03-00 TPI Building S(049710)

Fee Structure

Application Fee [1]	S $ 500
Course Fee	S $ 5,400
Materials Fee	S $ 400
Textbook Fee	S $ 200
Internal Examination Fee	S $ 100/subject
Admin Fee	S $ 800
Total Fees	S $ 7,700

All prices are subject to prevailing Goods & Service Tax (GST). Please refer to the official price list for a detailed breakdown.

College will provide FPS Insurance, Life/Accident & Medical Insurance and Guarantor Fee for Banker's Guarantee (if any) for free.

* Application Fee paid is not refundable.
#All information is correct at the time of print and is subject to change without prior notice. Visit us at**www.barclyne.edu.sg** for detailed information and updates.

Payment Modes

Cash, NETS, cheque (payable to Barclyne College International) or telegraphic transfer (not applicable for miscellaneous fees).

Fee Collection Hours

Monday-Friday: 10.00 am to 05.00 pm on working days

Withdrawal/Deferments

Applications to withdraw or defer from a course must be made in written form to Barclyne College International. For amount of refund, please refer to the college's Refund Policy at www.barclyne.edu.sg.

Student Fee Protection Scheme

The college has adopted Insurance facility to provide full protection of all course fees paid by all students under the EduTrust Certification Scheme. The college has also in place, as required under the EduTrust Scheme, a Medical Insurance Scheme for all its students. For more information on Edutrust for Education, please visit the college website at www.barclyne.edu.sg.

Scheduled holidays

Refer to MOM Public Holidays calendar at www.mom.gov.sg and BCI Academic calendar. For more information, please contact our Education Consultant at (65) 6100 1995.

Manner of Teaching

Lectures, tutorials, discussion strategies, teamwork

Average Teacher-Student Ratio

Lecture –1:25

Tutorial –1:25

Note: Number of students in a classroom is subject to permitted seating capacity.

Module Description

Introduction to Business

The module focuses on an understanding of basic routine administration, procedures and standards as well as knowledge of standard office equipment, services and supplies. Candidates should be able to demonstrate a basic understanding of the need for efficient business administration, provide examples of business communications and complete simple forms process information and follow instructions and also describe the uses of office equipment and services.

Introduction to Business Communication

This module aims to enable candidates to develop the ability to read and understand basic business-related English texts, write basic English for simple, brief business communications and understand simple, spoken and recorded business English.

Introduction to Computing

The module helps learners to develop their practical ability and understanding of key software applications and apply these in a modern business context. It enables candidates to demonstrate their ability at the appropriate level to use competently the applications of Word Processing; Spreadsheets; Database and Presentation Software and apply these skills to produce accurate, business- like work to carry out email and internet-based tasks and give consideration to IT security within a business context.

Introduction to Marketing

The module provides an introduction to the fundamental principles surrounding marketing. The aims of this module are to enable candidates to understand the principles of marketing, marketing as a business function and basic techniques used in the marketing of products and services.

Manner of Assessment and Grading

Assessment Mode	**Weighting**
Attendance	5%
Class participation	5%
Assignment/Homework	40%
Written Examination	50%

Grading Scheme:

Grade	**Range of Marks**
Distinction	80 and above
Merit	70-79
Credit	60-69
Pass	50 – 59
Fail	49 and below

Final Assessment Dates
Expected Date of Release of Results
Commencement & End Date of Course

For more information on the above, please contact us at 65 61001995

1) BCI has the right to cancel an intake if the minimum number of students enrolled is less than 5 for any course. For withdrawal and refund policies, please refer http://www.barclyne.edu.sg/en/general/page/922 for details.

2)Teachers will brief students at the beginning of an intake regarding all critical course information such as course contents, assessment details and other academic matters.

Modules offered in each intake

Module	January Intake	April Intake	July Intake	October Intake
Introduction to Business	√		√	
Introduction to Marketing	√		√	
Introduction to Computing		√		√
Introduction to Business Communication		√		√

Graduation Requirements

Pass all 4 modules.

To pass each module: Min 50% of the total marks in the Final Exam

(i.e. Attendance + Class participation + Assignment/Homework + Written Examination).

Attendance Requirements

As per ICA regulations, international students are required to achieve at least 90% attendance every month and not be absent for 7 consecutive days or more without any valid reason.
Students who do not require ICA's student's pass are required to achieve at least 75% attendance rate.
Only medical certificates as accepted as proof for absenteeism. Any other documents would be accepted on a case-by-case basis with full justification and be acceptable by ICA.

Lecturers

For updated information on lecturers deployed to teach the modules, please refer to www.barclyne.edu.sg.

Progression / Career Pathways

Students who successfully complete the course may proceed to BCI Diploma in Business and Management course and thereafter pursue the Pearson BTEC Higher National Diploma which can lead to a degree with any of the university partners of Pearson (subject to availability and meeting admission requirements).

Alternatively, students may look for employment opportunities in Business Administration or Management, Marketing and Sales Management and other relevant sectors.